# Department of Defense Data Services Environment

**Metadata Registry Version 7.5** 



**User's Manual** 

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# **Chapter 1. Introduction**

The Data Services Environment (DSE) is an enhanced dashboard that brings together several of the Net-Centric Enterprise Services (NCES) Service Oriented Architecture (SOA) capabilities into a common, modular framework. Its goal is to simplify the publication and discovery of data services that facilitate information sharing across the Department of Defense (DoD). It is your one stop location to access all the existing capabilities including Metadata Registry (MDR), Service Discovery (SD), Net-Centric Publisher (NCP), Enterprise Authoritative Data Source (EADS) Registry, and Enterprise Service Management (ESM).

The DSE dashboard links all these sites together and makes them available at all times no matter which site you are browsing. The different capabilities are always accessible as tabs on the DSE site. The capabilities still exist as separate entities, but with a unified look and feel.

### Conventions Used In This Manual

The following conventions are used in this manual.

Table 1. Conventions

Convention	Description
<b>Bold Text</b>	The names of buttons, fields, menu options, and links will be in <b>bold</b> text.
[Brackets]	Keyboard names, such as [ENTER] and [TAB] are enclosed within brackets.
Angle Brackets (>)	Navigation selections are connected with angle brackets (>). For example, the instruction, "From the Documents menu, select the List option" will be written as:  Select the Documents > List navigation option.
Italicized Text	The name of an option from a drop-down list or radio buttons. For example:  Select <i>Active</i> from the <b>Status</b> drop-down list.  Values that should be typed exactly as documented will also be italicized. For example:  Enter 7001 in the <b>Port Number</b> field.
	Indicates a tip for using the Data Services Environment.

# Data Services Environment User's Manual Chapter 1. Introduction

## New in This Release

### **MDR Version 7.5**

No major modifications were made to the DSE Community in this release of MDR.

# Chapter 2. Getting Started

This chapter provides introductory information for using the Data Services Environment (DSE).

### Requirements for Using the Data Services Environment

To use the DSE, you must have the following:

- An internet connection.
- Internet Explorer version 7 or higher.
- An Army Knowledge Online-Single Sign-On (AKO-SSO) account if you need to access other capabilities within the DSE including SD, NCP, EADS, and ESM. Information for requesting an (AKO-SSO) account can be found in the Requesting an AKO Account section.

### Requesting an AKO/DKO Account

- 1. Open your Web browser.
- 2. Navigate to the URL https://www.us.army.mil.
- 3. Click the **I Accept** button.
- 4. Under the New User? section, click on the appropriate link for registration and follow the instructions.

### Accessing the Data Services Environment

To access the DSE perform the following steps:

- 1. Open your Web browser.
- 2. Navigate to the URL (NIPRNet: <a href="https://metadata.ces.mil/dse/homepage.htm">https://metadata.ces.mil/dse/homepage.htm</a>) or (SIPRNet: <a href="https://metadata.ces.smil.mil/dse/homepage.htm">https://metadata.ces.smil.mil/dse/homepage.htm</a>).

The Security Alert window may display.

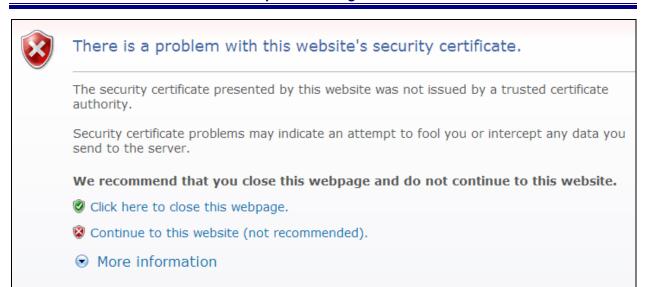


Figure 1. Security Alert Window

3. Click "Continue to this website".

The Data Services Environment home page displays.

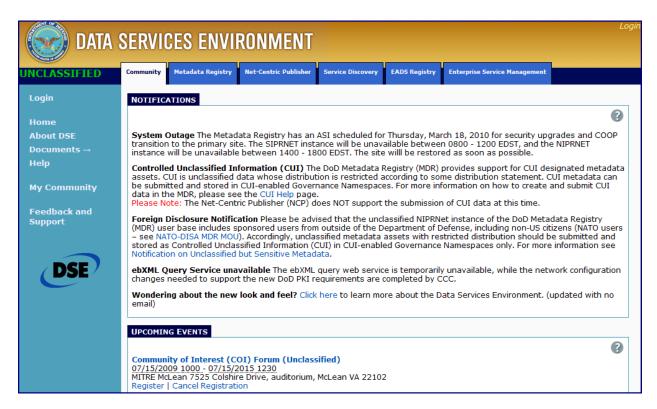


Figure 2. Data Services Environment Home Page

4. Click the **Login** link on the menu on the left side of the page.

The DSE Login page displays.

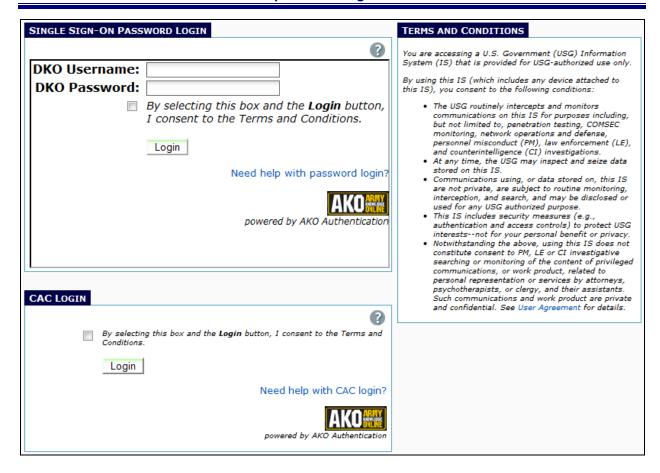


Figure 3. DSE Login Form

### Logging Into DSE

To login to the DSE you must have a valid AKO/DKO account. Logging into the DSE dashboard provides you with access to MDR, Service Discovery, NCP, EADS, and ESM. All these sites allow for easy Single Sign-On (SSO) login via an existing AKO/DKO account, and CAC card login is also available on NIPRNET. Users logging in with an SSO account will have access to all of the locations on the tabs above. Some of these sites will require a onetime registration of a Metadata Registry account (such as NCP). If you already have an MDR account you will have the ability to associate yourself with the account once you have logged in via SSO. For additional details about this step, please read the MDR Help articles about Registration, CAC Login, and SSO Login, or read the "Getting Started" section of the MDR User Manual.

**Note:** NATO users can access the Metadata Registry via an MDR account. Please click on the **Metadata Registry** tab to login.

### Logging In Using a CAC

If you have a certificate associated with your account, you can login using your Common Access Card (CAC) which will enable single sign-on (SSO) capabilities. CAC validation is performed by the Army Knowledge Online/Defense Knowledge Online (AKO/DKO) web site. The CAC infrastructure requires users to register their certificates with Army Knowledge Online (AKO) before they are able to login to AKO, or any other SSO enabled system.

To log into the DSE using a CAC:

- 1. Make sure your certificate is associated with your AKO/DKO account.
- 2. Access the DSE home page using the URL(NIPRNet: <a href="https://metadata.ces.mil/dse/homepage.htm">https://metadata.ces.mil/dse/homepage.htm</a>) (SIPRNet: <a href="https://metadata.ces.smil.mil/dse/homepage.htm">https://metadata.ces.smil.mil/dse/homepage.htm</a>).
- 3. Click the **Login** link on the menu on the left side of the page.

The **Login** form is displayed (see Figure 3).

- 4. In the CAC Login section, after reading the terms and conditions check the checkbox stating that you consent to the terms and conditions.
- 5. Click Login.

The Choose a digital certificate window opens.

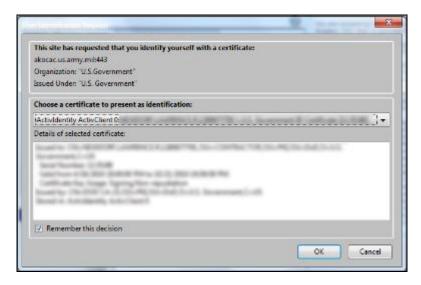


Figure 4. Choose a Digital Certificate

6. Select your ID certificates for your CAC and click the **OK** button.

The Password Required window is displayed.

**Note:** You might get a different prompt for entering your CAC PIN input depending on your browser and CAC reader software.

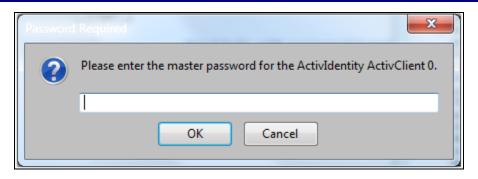


Figure 5. CAC Password

7. Enter your CAC password and click the **OK** button.

You are now logged into the DSE and the DSE home page is displayed listing your access status for all the DSE applications.

**Note:** If you have a valid MDR account and have associated it with your AKO/DKO account, you will have access to the MDR and the NCP applications upon logging into the DSE (see Figure 6 below).

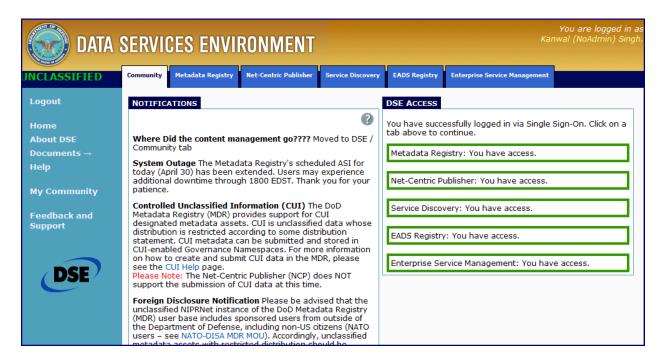


Figure 6. Logged into DSE with Access to MDR and NCP

### **Logging In Using Password**

To log into the DSE using the AKO/DKO username and password:

1. Click the **Login** link on the menu on the left side of the page.

The **Login** forms display (see Figure 3).

- 2. In the Single Sign-On Password Login section of the form:
  - a. Enter the e-mail address that you used to register with the AKO/DKO in the **Username** field.
  - b. Enter the password in the **Password** field.
  - c. After reading the terms and conditions, check the checkbox in the Password Login section stating that you consent to the terms and conditions.
  - d. Click Login.

You are logged in and your name displays in the welcome message.

### **Logging In Through AKO/DKO**

Single-Sign-On (SSO) validation is performed by the Army Knowledge Online/Defense Knowledge Online (AKO/DKO) website. The SSO infrastructure requires users to associate their AKO/DKO account with their MDR account if users need to access MDR and NCP.

To log into the DSE from the AKO/DKO website:

- 1. Login to AKO/DKO (do not login to MDR) with your AKO/DKO Username and Password.
- 2. From the AKO/ DKO home page, click the **DSE** button in the **NCES User Services** section on the right side of the page to navigate to the DSE home page.



Figure 7. AKO/DKO Home Page

**Note:** The NCES User Services section on the AKO/DKO home page will be updated in the near future with new buttons for MDR, DSE and other applications and resources.

3. You will be taken to the DSE home page.

**Note:** If you need to access the MDR application and the NCP application, you must have a valid MDR account associated with your AKO/DKO account. For information about requesting an MDR account, see the MDR User manual, Chapter 2 Getting Started.

### Accessing DSE Capabilities

The DSE provides you with access to capabilities including MDR, Service Discovery, NCP, EADS, and ESM. It links all these sites together and makes them available at all times no matter which site you are browsing. The different capabilities are always accessible as tabs on the top of the DSE site. The capabilities still exist as separate entities, but with a unified look and feel.

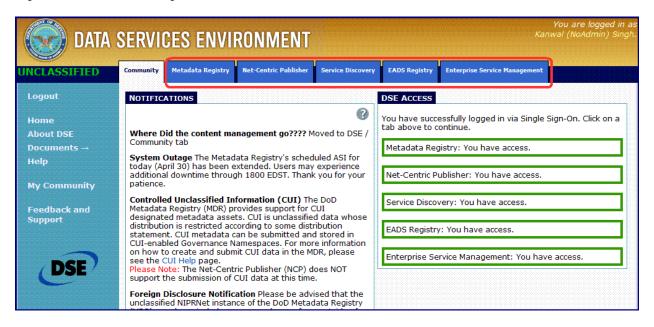


Figure 8. DSE Application Tabs

- Metadata Registry Tab: Users can login to MDR using MDR username and password, using CAC via AKO/DKO SSO, or using AKO/DKO user credentials via SSO. First time SSO user to the MDR will need to either use their existing MDR account or register for a new account.
- **Net-Centric Publisher** Tab: The Net-Centric Publisher is only available for users who have associated their MDR account with an AKO/DKO account.
- **Service Discovery** Tab: To login to the Service Discovery you will be required to login using your AKO/DKO credentials or using CAC via AKO/DKO SSO.
- **EADS Registry** Tab: To login to the EADS Registry you will be required to login using your DKO credentials or using CAC via AKO/DKO SSO.

• Enterprise Service Management Tab: The DSE 1.0 release merely provides a launch page for the ESM web console. The ESM console is available on NIPRNET to any user with a valid CAC card. On SIPRNET, it is available to any user with a valid PKI soft certificate.

# Chapter 3. Using DSE

The sections of the DSE Web site are described below.

### **DSE Community Tab**

The DSE **Community** tab is the first page that appears after you access the DSE Web site using the following URL (NIPRNet: <a href="https://metadata.ces.mil/dse/homepage.htm">https://metadata.ces.mil/dse/homepage.htm</a>) or (SIPRNet: <a href="https://metadata.ces.smil.mil/dse/homepage.htm">https://metadata.ces.smil.mil/dse/homepage.htm</a>)

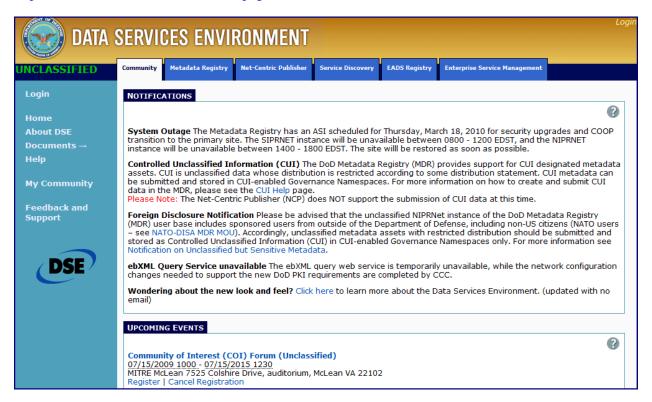


Figure 9 DSE Community Tab

The **Community** tab serves as a community area that enables users of all the capabilities within the DSE to access resources such as system notifications, and participate in the DSE community activities by registering for upcoming events, commenting on community forums, and subscribing to news feeds.

This tab displays notifications, community forums, upcoming events, and news feeds.

Additionally, after you login to the DSE, the **Community** tab displays information about your current access to other applications within the DSE. A statement describing current access status is displayed for each of the applications.

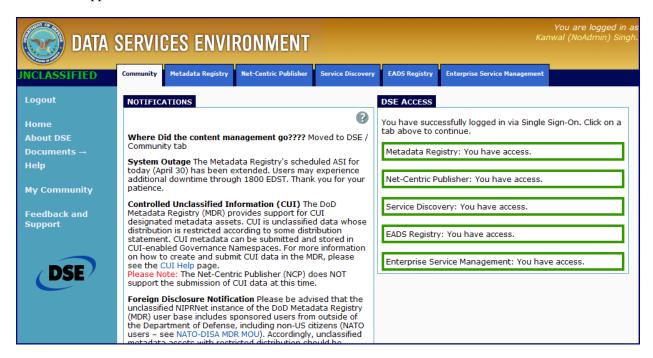


Figure 10. Logged into DSE with Access to Other Applications

#### **Notifications**

Notifications display information related to the DSE's availability (upgrades, downtime, scheduled maintenance). If you checked the **Notifications** checkbox when you registered for an account, you will also receive an e-mail when new notifications are added.

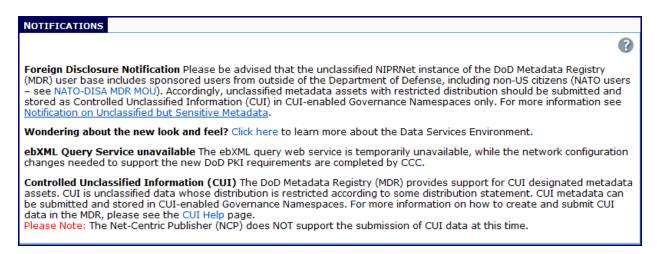


Figure 11. Notifications Section

### **Upcoming Events**

The Upcoming Events section displays a list of upcoming meetings and other events, such as meetings of the Metadata Working Group.



Figure 12. Upcoming Events Section

#### **Viewing Event Details**

To view an event's details, click the name of the event.

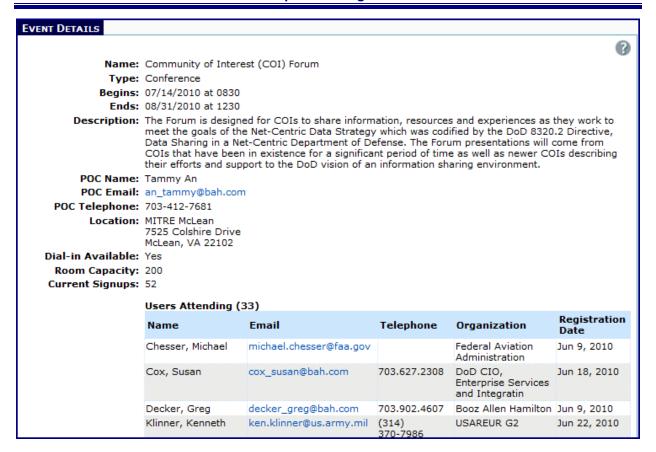


Figure 13. Viewing Event Details

#### Registering for an Event

To register for an event, click the **Register** link.



Figure 14. Registering for an event



If you are a registered user and you are not logged into the DSE, you will be prompted to login, then the registration page will display. If you are not a registered user, you will be asked to provide your name, phone, and organization.

#### Cancelling your Event Registration

To cancel your registration for an event if you are not a registered user, from the **Community** tab click the **Cancel Registration** link for the event. You will then be asked to enter your email, and will then be unregistered from the event.



Figure 15. Cancel Registration

To cancel your registration for an event if you are a registered user, first login to the DSE. From the **Community** tab, click on the **Cancel Registration** link for the event.

#### Adding Event to your Outlook Calendar

If you are a registered user for an event, you have the ability to save the event to your Outlook calendar.

Click on the calendar icon and then select to open the event in Outlook. Outlook 12 or later is required for this functionality.



If you are in a restricted or locked down computing environment, you may not be able to import the DSE Event file (\*.ics) into a third-party calendar application such as Outlook. Please consult with your computing Help Desk if you encounter permissions issues while using this feature.

### **Community Forum**

The Community Forum area of the **Community** tab allows you to post information that other users may want to know about. From this section you can add a forum topic, provide feedback on a topic, comment on a topic, and view other users' comments on a topic, if any.

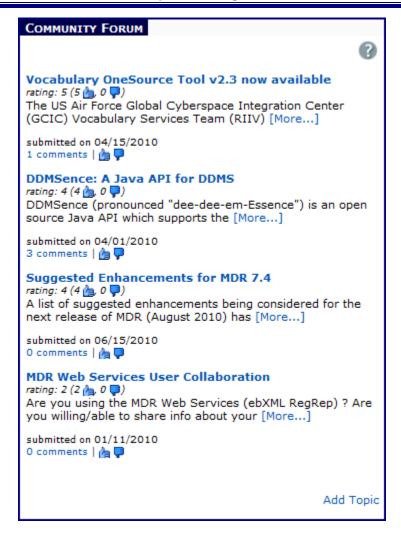


Figure 16. Community Forum Section

#### Adding a Forum Topic

To add a topic to the community forum:

1. From the Community Forum section, click the **Add Topic** link.

The Add Forum Topic form displays.

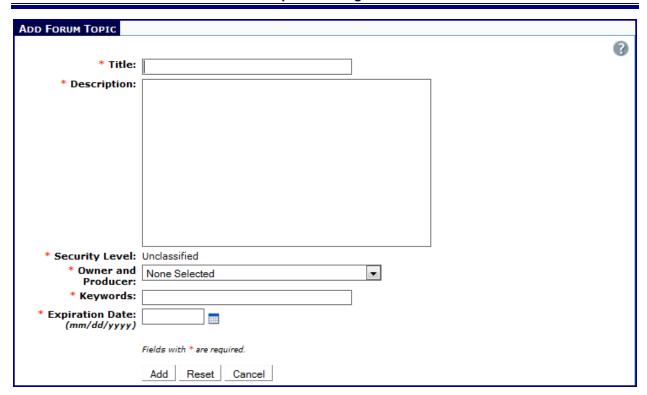


Figure 17. Add Forum Topic Form

- 2. Enter the headline for the topic in the **Title** field.
- 3. Enter the text for the topic in the **Description** field.
- 4. Select the Owner and Producer country from the drop-down list.
- 5. Enter keywords for this topic.
- 6. Click the icon to set the expiration date for the topic. The expiration date is the last date on which the topic displays on the page.

The calendar displays.



Figure 18. Calendar

7. Click the expiration date from the calendar.

The selected date displays in the Expiration Date field.

8. Click **Add**.

A message displays stating that the topic was added.



For information on editing a forum topic, please refer to the Updating a Topic section of this manual.

#### Providing Feedback on a Forum Topic

You may provide your opinion on a forum topic by clicking the icon to promote the topic or the icon to demote the topic. As users provide feedback regarding a forum topic, the topics that have been promoted most often will display toward the top. You may only rate a topic one time.

#### Commenting on a Forum Topic

You may add your comments about a forum topic.



Please note that any comments you add may be viewed by any user of the DSE.

To comment on a forum topic:

1. From the Community Forum section, click the [More...] link that is displayed beside the forum topic on which you would like to comment.

The topic displays with the Add a Comment form.

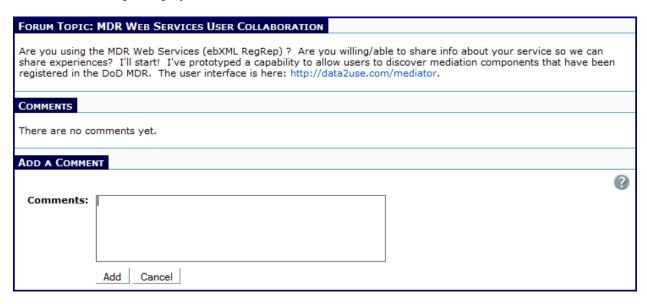


Figure 19. Add a Comment form

- 2. Enter your comment in the **Comments** field.
- 3. Click Add.

#### **Feeds**

Web feeds are XML-based files that allow users to keep abreast of changes to a website's content. The DSE employs the Atom Syndication Format to publish news and notifications. The DSE provides a DDMS-enhanced feed to increase the level of detail about website changes, while reducing the number of emails sent under the old email-based model.

#### **News Feed**

This Atom feed contains new and updated topics from the DSE Community Forum, recent Notifications, and new files posted in the Documents section from the previous 30 days. Anyone can subscribe to this feed, although you may need to login to DSE to see the full details of any changes.

#### Subscribing to a Feed using Internet Explorer 8.0

1. From the **Community** tab, click on one of the Feed links.

A page will appear with options to subscribe to the feed, using Internet Explorer's built-in feed reader.

#### **Data Services Environment Feed**

You are viewing a feed that contains frequently updated content. When you subscribe to a feed, it is added to the Common Feed List. Updated information from the feed is automatically downloaded to your computer and can be viewed in Internet Explorer and other programs. Learn more about feeds.

Subscribe to this feed.

Figure 20. Subscribing to a News Feed in IE

- 2. Click the **Subscribe to this feed** link and then click **Subscribe** in the popup window that follows.
- 3. This feed is now in your Feeds center. Click on the "Star" icon to load the Favorites Center (or hit **Alt** + **C**) and then click on **Feeds**. A list of feeds you have subscribed to appears.

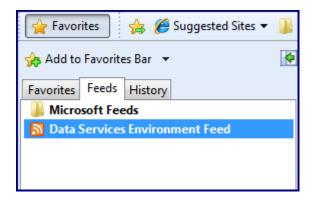


Figure 21. Viewing List of Your Feeds

- 4. Click on a feed to see information about recent changes.
- 5. If you are still having issues subscribing to feeds, try following these steps:
  - a) Go to Tools --> Internet Options.
  - b) Click on the **Security** tab and select the Trusted Sites Internet zone.
  - c) Click the **Sites** button and add "https://cypher.fgm.com/dse/" to your list of trusted sites.
  - d) Click Close, OK in Internet Options, and restart Internet Explorer.



If you allow Internet Explorer to manage your feeds, you will get the initial feed, but subsequent attempts to refresh might show the error:

"Internet Explorer was unable to update this feed and will try again later."

If you encounter this error, the IE Feed synchronization program may be blocked by your network firewall. Please contact your network support staff and let them know that the file "/system32/msfeedssync.exe" needs to be allowed firewall access.

#### Subscribing to a Feed using Mozilla Firefox 3.x and Google

1. From the **Community** tab, click on one of the Feed links.

2. A page will appear with options to subscribe to the feed. Select Google from the drop-down list. Click **Subscribe Now**.

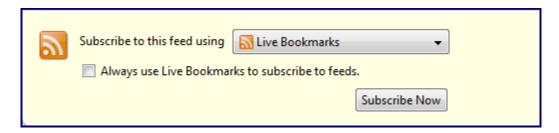


Figure 22. Subscribing to a News Feed in Firefox

- 3. You will then be given an option to have the feed appear on your Google Home page, or in Google Reader (these options require a valid Google account, such as a Gmail account).
- 4. By visiting your Google Home page in the future (or the Google Reader page associated with your account), you will be able to see updates from the DSE Feed as they occur. These pages allow you to track multiple feeds from a single location.
- 5. If you do not have access to a Google account, there are other options available, such as Bloglines, My Yahoo!, and Live Bookmarks. All of these options are available in the drop-down list in step 2.

#### Subscribing to a Feed using third-party software

There are many other options for reading feeds beyond the built-in functionality included in your Web browser. A third-party reader, such as FeedReader or NewzCrawler, can also keep track of your subscriptions. The DSE does not endorse or support any specific third-party reader, but the instructions for subscribing to a feed with one of these readers are straightforward:

- 1. From the **Community** tab, right-click on a Feed link and Copy the link to your system clipboard.
- 2. Open your news reading software and follow its instructions for setting up a new feed. When asked for the URL of the feed, Paste the DSE link into the box.
- 3. Notifications about DSE Changes will appear whenever you open your reader software.

## Navigating DSE

The menu bar for navigating the DSE is located along the left side of each page. Placing your cursor over a menu option highlights the option.



Figure 23. DSE Menu Bar

Table 2 lists the available menu options.

Table 2. Standard Menu Options

Menu Option	Description
Login	Enables you to login to the DSE.
Home	The first page to display after accessing the DSE. The home page is the <b>Community</b> tab that displays notifications, community forum, event, briefings, and feeds sections.
About DSE	Displays general information about the DSE and the steps for getting started with the DSE.
Documents	Documents relevant to the Metadata Registry.
List	Displays a complete list of documents.
Search	Allows you to search for a document.
NCES Initiatives	Displays information about NCES initiatives.
Help	Allows you to learn more about DSE and provides access to additional information.
My Community	Displays your forum posts and enables you to edit or delete them. Also, displays the events for which you have registered. If you are a POC, you can access your events here.

Menu Option	Description
Feedback and Support	Displays the feedback form.

### **Documents**

The **Documents** option displays the following links:

- List
- Search
- NCES Initiatives

### **Listing All Briefings and Documents**

The **Documents** > **List** link displays Briefings and Documents page where the user may select the type from a drop-down list. The displayed briefings and documents can be downloaded by the user. You can also subscribe to an Atom feed of the documents by clicking on the Atom icon in the upper right corner and entering the URL into your feed reader.

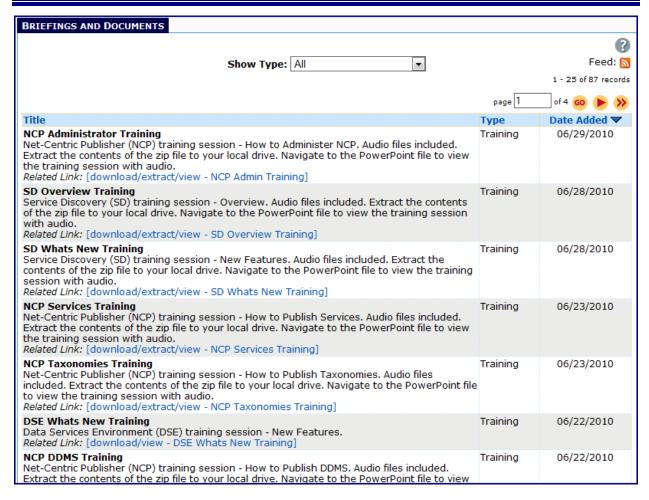


Figure 24. Briefings and Documents Page

Table 3 Briefings and Documents Types

<b>Briefings and Documents Type</b>	Description
DDMS	Documents that contain DDMS information.
DOD	Documents that contain DOD information.
MDR	Documents that contain MDR information.
COI	Documents that contain COI information.
Other	Documents that contain some other type of information.
Metadata Working Group	Documents for the Metadata Working Group.
XML	Documents that contain XML information.
Training	Documents that contain training information.

### **Downloading/Extracting/Viewing Briefings or Documents**

To download, extract, or view a briefing or document:

1. From the Briefings and Documents page, click the **download**, **extract**, or **view** link displayed at the end of the description for the briefing or document (see Figure 24).

The file download window displays.

2. Select Save File.

The Save As window displays.

- 3. Navigate to the directory where you would like to save the file.
- 4. Enter the filename in the **File Name** field.
- 5. Click Save.



Files downloaded from the Metadata Registry will be opened in a third-party application.

### **Searching Briefings and Documents**

The **Documents** > **Search** link allows you to search all Briefings and Documents.

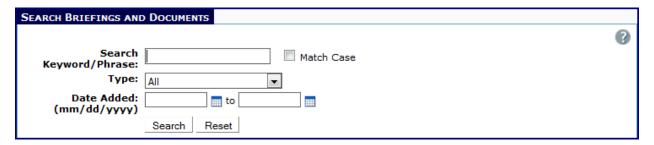


Figure 25. Search Briefings and Documents

- 1. Enter search keywords or phrases.
- 2. Check *Match Case*, if you want the search to match the case.
- 3. Select the type from the drop-down list. The type defaults to "All".
- 4. Select the date added range, if desired.
- 5. Click the **Search** button.
- 6. A results page is displayed.

#### **NCES Initiatives**

The **Documents** > **NCES Initiatives** link displays the NCES metadata initiatives. Click the links to see more information about a particular initiative. Information about an initiative may include links, downloads, and POCs.

#### NCES INITIATIVES



<u>Department of Defense Discovery Metadata Specification (DDMS)</u> - Here you will find current information about the DDMS and links to related documentation and resources. You can browse the DDMS category sets and review the definitions and examples as they appear in the specification. If you're looking for DDMS related tools, you can find them here. If you're looking for the CM process surrounding the DDMS follow the "Configuration Management" link. If you're just looking to get started with the DDMS right away, you can download the latest release here. We're always looking for ways to improve access to DDMS, so if there's anything you would like to see, please let us know.

#### **Data Visibility Guidance**

The DoD CIO has directed DoD Components to plan for and implement advertising of data assets on the Global Information Grid for all Information Technology systems and National Security Systems by Fiscal Year 2008. In support of Component planning and implementation to achieve this goal and in response to tasking from NII, DISA provides a description of the functions and the concepts of operations for DoD Enterprise Discovery including specific implementation details and guidance on discovery of Services, Content, Metadata, and Persons. This whitepaper will provide sufficient detail to enable DoD Components to understand Enterprise Discovery capabilities and factor them into transition planning.

NCES Tech Guide - This site focuses on the technical and procedural information Developers, Architects and Program Managers need to create and deploy services which are visible, accessible and understandable to other GIG participants.

NCES Developer Community - Hosted on AKO/DKO, this area provides lots of resources for developers on the NCES program. Also see the NCES pages on Intellipedia at https://www.intelink.gov/wiki/NCES

Figure 26. NCES Initiatives

### My Community

From the menu on the left side of the page, click **My Community** link. The DSE Workspace page is displayed. This section provides access to any website-related items you have created, such as Events, Forum Topics and Comments. Additionally, from this section you can access your account information and update it as needed.



Figure 27. DSE Workspace Page

### **Managing Your Account**

To manage your account information, click on the **Manage My Community Account** link. Your Personal Information form is displayed.

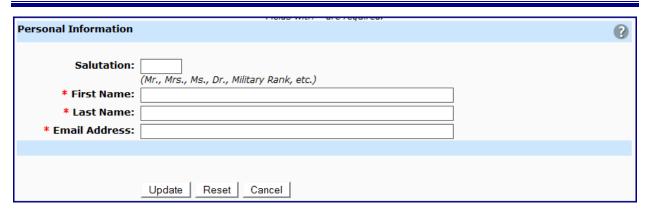


Figure 28. Personal Information Form

Enter your first name, last name, and the email address. Click **Update** to save the information.

### **Managing Your Events**

The DSE Workspace page enables you to access the events for which you are the point of contact. Click on the Event link. The My Events page is displayed listing all the events for which you are the point of contact.



Figure 29. My Events

#### **Updating an Event**

To update an event:

- 1. Click **My Community** link from the menu on the left side of the page.
- 2. On the DSE Workspace page click on the Event link.
- 3. On the My Events page, click the name of the event that you would like to update. The Edit An Event form is displayed.

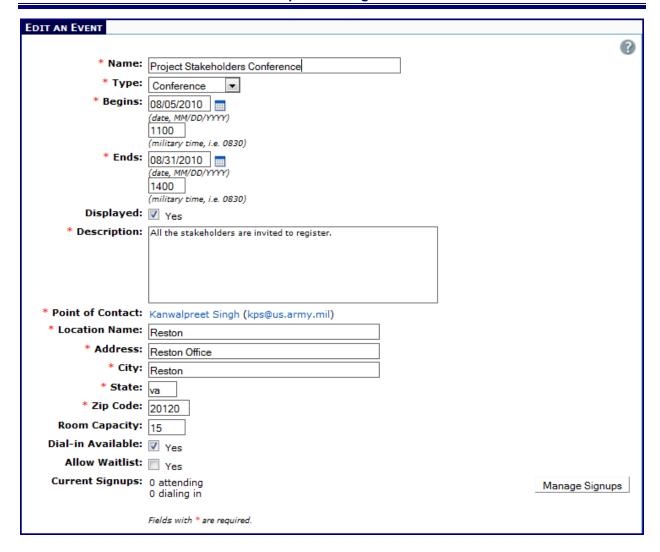


Figure 30. Edit Event Form

- 4. Update the information as needed.
- 5. Click Update.

### **Managing Your Forum Topics**

The DSE Workspace page enables you to access forum topics and comments that you have created. Click on the Forum Topic link. The My Forum page lists the forum topics that you have posted.

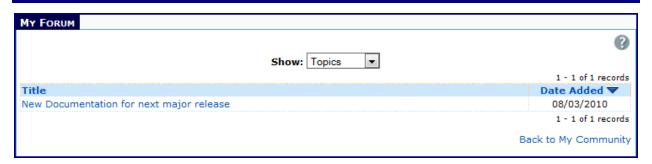


Figure 31. My Forum - Topics

### **Updating a Topic**

To update a forum topic that you have added:

- 1. Click My Community link from the menu on the left side of the page.
- 2. On the DSE Workspace page, click on the **Community Forum Topics** link.

The My Forum page displays. By default a list of forum topics that you have added displays.

3. Click the title of the topic that you would like to update. The Update Forum Topic form is displayed.

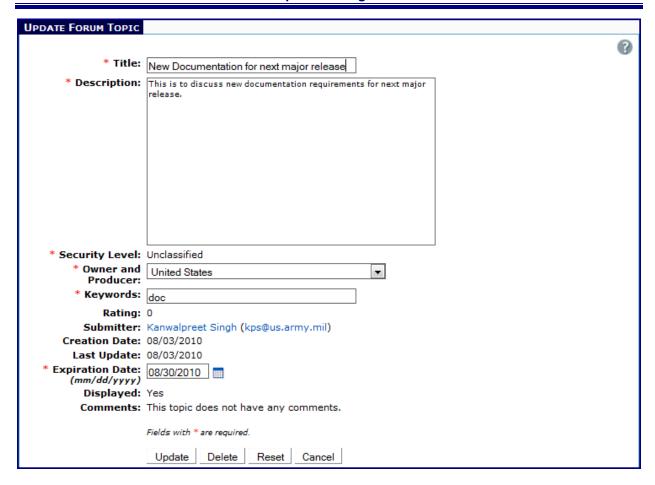


Figure 32. Update Forum Topic Form

- 4. Update the information as needed.
- 5. Click Update.
- 6. If you need to delete the forum topic, click **Delete**.

#### **Deleting a Forum Comment**

To delete a comment that you have made on a forum topic:

- 1. Click **My Community** link from the menu on the left side of the page.
- 2. On the DSE Workspace page, click on the **Community Forum Comment** link.

The My Forum page displays listing the comments you have posted.

3. Click the **Delete** link for the forum comment that you would like to delete.



Figure 33. My Forum - Comments

### Help

To learn more about DSE and to find out about additional resources, click on the **Help** link on the menu on the left side of the page. The Data Services Environment Help page is displayed.

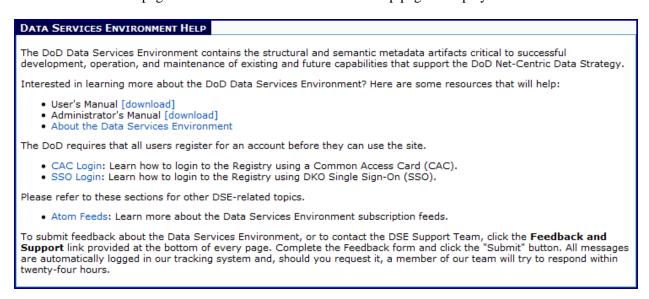


Figure 34. DSE Help Page

This page provides links to the DSE User's manual and the Administrator's manual; access to information about the DSE; access to additional information about logging into the DSE using the CAC and the SSO; and information about Atom Feeds.

### **Providing Feedback**

To submit feedback and get support for the DSE perform the following steps:

- 1. Click the **Click here for "Feedback and Support"** link at the bottom of the page. Alternatively you can click on the **Feedback and Support** link on the menu on the left side of the page.
  - The Feedback and Support form displays. The fields in this form will differ depending on whether you are logged into the DSE or not. If you are not logged into DSE yet, the Feedback and Support form's fields will be blank.

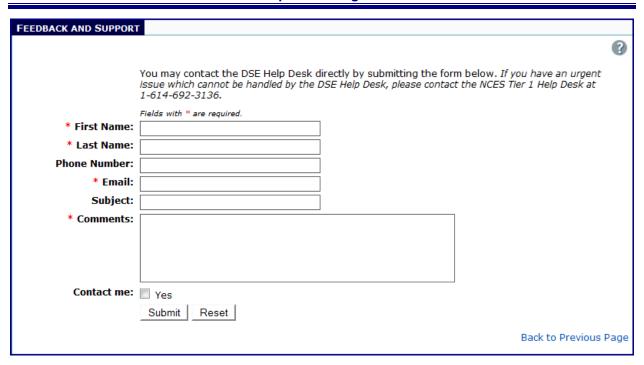


Figure 35. Feedback and Support Form without Logging into DSE

But if you are logged into DSE, the Feedback and Support form will reflect your contact information associated to your account.

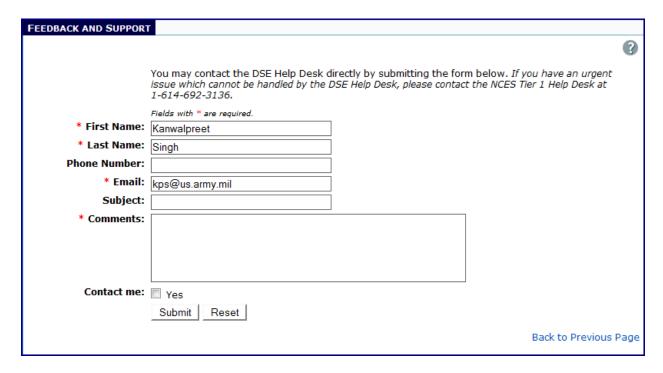


Figure 36. Feedback and Support Form after Logging into DSE

2. Provide the following information in the Feedback and Support form's fields. Information is required for fields marked with an asterisk (\*).



If you are logged into the DSE, you will not need to enter your contact information.

Table 4. Feedback and Support Form Fields

Field Name	Field Value
First Name*	Your first name. If you are already logged in, this text field will not be displayed.
Last Name*	Your last name. If you are already logged in, this text field will not be displayed.
Phone Number	Your primary phone number. If you are already logged in, this text field will not be displayed.
Email*	Your e-mail address. If you are already logged in, this text field will not be displayed.
Subject	The subject of your email.
Comments*	Enter your comment text.
Contact me	If you would like someone from the Metadata Registry team to contact you, check this checkbox.

#### 3. Click **Submit**.

A confirmation message displays thanking you for your feedback.